



Empowered lives.
Resilient nations.

TERMS OF REFERENCE (TOR)

GENERAL INFORMATION

Services/Work Description:	Evaluation of and comments on papers submitted for African Economic Conference 2019 and compilation
Project/Program Title:	Review of papers submitted to African Economic Conference 2019
Duty Station:	Home-based
Type of the Contract:	Institutional Contract or Contract for Professional Services
Duration:	37 working days
Expected Start Date:	8 August 2019

I. BACKGROUND / RATIONALE

Africa's youth population is growing rapidly and is expected to double to over 830 million by 2050. This increase in working-age population presents an opportunity to boost productivity and facilitate inclusive growth across the continent. However, much of this demographic dividend remains largely untapped. Despite having 10-12 million youth who enter the workforce every year, only around 3 million formal jobs are created annually in Africa. In addition, the potential benefits of African youth population remain unrealized as around one-third of African youth aged 15-35 are unemployed, and another one-third are vulnerably employed, mostly in the informal sector. Despite recent commitments for women empowerment, women are the most impacted with both higher unemployment and underemployment, facing greater obstacles and barriers to access job opportunities and earn equal pay.

As key agents of change, youths must be empowered to take a central role in the design and implementation of youth development policies as well as in institutions tasked to promote and support youth innovation, entrepreneurship and capacity development. Therefore, a skilled and empowered youth workforce represents a precious asset which can help African economies accelerate the momentum of their structural transformation and economic development and leverage the benefits of the fourth industrial revolution.

The Conference

The AEC 2019 responds to a growing call for action to improve skills, increase jobs and build entrepreneurial capacities of African youth by providing a platform for researchers to present their recent work on jobs for youth, skills acquisition and entrepreneurship in Africa and propose pragmatic and evidence-based policy recommendations to address the challenges they have identified. The African Economic Conference is now the leading research-oriented Forum for the discussion of Africa's burning issues of the day that brings together researchers and policymakers to engage with youth on their perspectives on current and emerging challenges in the labour market. The 2019 Conference will be the fourteenth edition and will be held in Sharm El Sheikh, Egypt, from December 2 to 4, 2019.

The main objectives of the African Economic Conference series are:

- To promote knowledge generation and dissemination as an important driver of policy dialogue, good policy planning and implementation;
- To foster dialogue that promotes the exchange of ideas and innovative thinking among researchers, development practitioners and African policymakers;

- To encourage and enhance research on economic and policy issues related to the development of African economies;
- To provide an opportunity for young African researchers, Africans in the diaspora, regional and sub-regional organizations to disseminate their research findings as well as share information with African policymakers on the work they do in the region.

The theme for the AEC 2019 is **Jobs, Entrepreneurship and Capacity Development for African Youth**. The AEC 2019 will advocate for and provide clear policy guidance based on research and best practices to address youth jobs challenges and discuss issues on youth skills and entrepreneurship in Africa. The Conference will comprise a number of plenary sessions, which will feature presentations, and discussions by prominent academics, policy makers, business actors and opinion leaders, as well as representatives from development partner organizations.

The break-out sessions will allow for in-depth discussions of salient issues arising from the thematic focus of the Conference, allowing for deeper and more technical analyses. These discussions will be organised around four pillars and 12 strategic actions to propel innovative solutions to address persistent skills mismatch of African youth and empower them for increased participation in the continent's development agenda. Conference papers will be selected based on key solutions in relation to the following thematic areas:

#	4 Pillars	12 Agenda actions
1.	Conceptual underpinnings of skills, entrepreneurship and labor market participation of African youth.	1.1. Skills mismatch and jobs for African youths – where are we, what are the lessons and opportunities? What are the skills needed to drive Africa's transformation?
		1.2. Experiences in upgrading skill sets of African youths (including entrepreneurship) - where are we, what are the lessons and opportunities?
		1.3. Future of work for youth– where are we, what are the lessons, opportunities? How do we support the creation of 'decent, green jobs' for youth?
		1.4. Socio-economic and political participation for Africa's youth – where are we, what are the lessons and opportunities
2.	Institutions for job creation, skills acquisition and capacity building.	2.1. Strengthening institutions to empower, improve the skills and build the capacities of African youths.
		2.2. Reforming the education sector to be more responsive to the dynamics in labor markets by promoting skills in digital technologies, STEM and other future-oriented skills for youth.
		2.3. Institutional reforms to promote innovation and entrepreneurship and participation through property rights etc.
3.	Leverage private sector for increasing youth employment and employability.	3.1. Promote partnerships between educators and private sectors to facilitate apprenticeships and promote innovation
		3.2. Attract private sector investments in youth skills, innovation and value chains to build a critical mass of entrepreneurs.
		3.3 Scaling up innovation in supporting young entrepreneurs and enhancing the role of youth in decision-making
4.	Partnerships to close the existing skills gap and promote the acquisition of future oriented skills.	4.1. Foster interconnectedness of all stakeholders in the jobs-skills nexus for better implementation of reforms and monitoring of progress.

Selected papers for presentation will comprise original work not previously published. The organizers are particularly interested in policy-oriented papers that are linked to the overall theme of jobs, entrepreneurship and capacity development of African youths.

The selection process will take place in two stages. At the first stage, the institution selected under the present Terms of Reference (referred to hereafter as “the consulting institution”) will assist in preparing for the 2019 conference by providing **an anonymous, independent and objective review of the full papers submitted for presentation at the conference**. Then at the second stage, based upon the consulting institution’s recommendations, the AEC partners will finalize the selection so as to limit the number of papers and establish an interesting agenda for the AEC 2019.

II. OBJECTIVES OF THE SERVICE / WORK

- a. To produce a selection of approximately 60 papers of superior quality from among the submitted papers, to be sent to AfDB, ECA and UNDP **by 20 September 2019**.

III. SCOPE OF THE SERVICE / WORK

The specific tasks assigned to the consulting institution will include:

- a. The selected institution is required to draw on its network of researchers, policy makers, resource persons, universities, research institutions, trainers and Africans in the Diaspora to constitute a panel of experts to peer-review and recommend suitable full papers for presentation at the AEC;
- b. The selected institution is required to provide ratings on all papers submitted via the AEC website within the specified timeframe in the present Terms of Reference;
- c. The selected institution is required to provide comments on all papers submitted via the AEC website within the timeframe specified in the call for papers;
- d. The selected institution is required to officially transmit the reviews with a list showing the rating of each full paper along their specific comments/observations to AfDB, ECA and UNDP by **20 September 2019**.

IV. EXPECTED OUTPUTS / DELIVERABLES

- a. Reviews of all papers submitted via the AEC website within the timeframe specified in the call for papers
- b. A list showing the rating of each full paper along their specific comments/observations

V. METHODOLOGY / APPROACH OF THE SERVICE (WORK)

- a. The selection criteria are the following: (i) Adequacy of research questions and literature review (ii) Methodological innovation, originality (iii) Recommendations justified by the results (iv) Policy relevance for Africa and (v) Clarity in language and presentation. Rating scale for these criteria ranges from 1 (worst) to 5 (best) (see attached rating sheet). The rating sheet should be completed for each paper. The consulting institution will provide a list of detailed comments and suggestions in order to improve the work when assessing (i) the substance (including the theme, the ideas, the conclusions as well as the originality of the paper and the updating of information and data), (ii) the analytical quality (methodology, scientific rigor, references) and the writing quality (presentation, framework, clarity, etc.). Comments should be made in the original version of the paper (French or English).

VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT

- a. The location for the work is home-based. No travel will be required.
- b. The service provider is not required to report, aside from posing any clarificatory questions as needed

No.	Deliverables	Implementing Partners (IP) if any	Location and Action to be Undertaken	Duration (approx.)
1	Reviews of all papers submitted via the AEC website within the timeframe specified in the call for papers		Home-based	36 working days
2	A list showing the rating of each full paper along their specific comments/observations			1 working days
Total Working Days				37 working days

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. Reporting will be to Ms. Angela Lusigi and Ms. Eunice Kamwendo
- b. Reporting is to take place once, at the end of the assignment
- c. The service provider is not expected to liaise or interact with any other institutions, organizations or individuals during the assignment
- d. Identify institutions/organizations/individuals with whom the Service Provider is expected to liaise/interact/collaborate/meet with in the course of performing the work (e.g., other agencies, project co-implementors, donors, communities, local government units, etc.)
- e. AfDB, ECA and UNDP will all be involved in evaluating the contractor's performance
- f. The AEC partner institutions will not provide any support personnel, support services, or logistics.

VIII. PAYMENT MILESTONES AND AUTHORITY

- a. Specify the key outputs or milestone activities for which payments will be made, the corresponding percentage of the contract price that will be paid per milestone/output, including all the conditions/documentations required prior to the release of any tranches of payment.

A winning Proposer shall then be paid the lump sum contract amount upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 st Installment	Submission of plan of work including staff assigned to paper review one week after signature of contract.	Ms. Angela Lusigi	20%
2 nd Installment	Reviews of all papers submitted via the AEC website within the timeframe specified in the call for papers and a list showing the rating of each full paper along their specific comments/observations	Ms. Angela Lusigi	80%

IX. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS

9.1 Minimum Organization Requirements

- a. The type of firm required is one with technical expertise in African development issues in general (in all its economic, social, political, environmental dimensions) and in youth employment, entrepreneurship and capacity development in particular.
- b. The ability to review and evaluate hundreds of academic papers on the theme of the conference. The firm should have at least 10 years of relevant experience undertaking work related to the topic. The minimum annual turnover for the past three years is \$0 (zero dollars). The minimum net working capital for the past three years is \$0 (zero dollars).
- c. Proven experience in reviewing academic papers, dissertations or theses will be advantageous and vital to the success of the work implementation.
- d. Other qualities of the ideal entity would be a several number of academic staff, either qualified to PhD level or undertaking a PhD, specialized in the area of youth employment, entrepreneurship and capacity development. The maximum number of team members is 100 but not less than 2 reviewers per paper.
- e. The prospective Service Provider is expected to meet the following minimum requirements:
 - It must have at least 10 years of practical experience in the academic study of regional and continental integration for development preferably have a lot of engagements with the non-for-profit sector and UN agencies
 - Knowledge of relevant sectors and access to stakeholders and relevant information sources, especially of the African region.
 - Experience working with UN or other international organizations beneficial.
 - Capability to deploy strong analytical aptitude, communication and presentation expertise.
 - Capability to deploy good communication expertise in English and French language(s)
 - It must have experience in the African Region
 - It shall demonstrate its capabilities, understanding of the TOR, and methodology of audit approach
 - The minimum level of education required for the team leader is a Master's degree in either African studies, development studies, economics or political science. The minimum level of education for the

team members and other experts is a Bachelor's degree in either African studies, development studies, economics or political science, and both the team leader and all team members and other experts must either hold a PhD or be currently enrolled in a PhD programme in either African studies, development studies, economics or political science. The minimum number of years of work experience in the preferred field of practice is 1. Experience in reviewing academic papers, dissertations or theses will be advantageous and vital to the success of the work implementation.

The multi-disciplinary team should comprise members with the following educational qualifications, experience and competencies:

9.2 Task Manager / Team Leader

Academic Qualification:

- At least a PhD degree or being enrolled in a PhD programme in African studies, development studies, economics or political science or related fields.

Experience:

- A minimum of 10 years of relevant professional experience in either African studies, development studies, economics or political science.

Competencies:

- Ability to provide general leadership and direction to the work;
- Excellent understanding of governance and structural transformation
- Strong organizational skills;
- Strong communication skills;
- Proficiency should be in English or French;

9.3 Lead Consultant / Senior Expert

Academic Qualification:

- A PhD degree or being enrolled in a PhD programme in African studies, development studies, economics or political science or related fields or a related discipline.

Experience:

- A minimum of 7 years of proven experience of working in African studies, development studies, economics or political science or related fields. Experience in youth employment, entrepreneurship and capacity development will be an advantage
-

Competencies:

- Excellent understanding of economic, political and environmental governance and structural transformation
- Ability to work under pressure and to deliver in a timely manner without compromising quality standards;
- Strong communication skills;
- Proficiency should be in English.
- Excellent command on both written and spoken English or French is essential.

9.4 Project Staff / Associate Consultants / Team Members

Academic Qualification:

- A minimum of a University PhD Degree or enrolment in a PhD programme in African studies, development studies, economics or political science or a relevant area.

Experience:

- A minimum of 5 years of professional experience and proven expertise and experience in African studies, development studies, economics or political science or related fields or a related discipline.

Competencies:

- Strong understanding of regional, continental integration and development
- Strong communication skills;
- Proficiency should be in English and/or French, and the team must include sufficient members who are fluent in English and sufficient members who are proficient in French such that the team is able to review all of the papers submitted for the conference in accordance with the other provisions of these terms of reference

X. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Consultancy Firm is expected to submit both the Technical and Financial Proposals. Accordingly, the firm will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is 70%
 - b. Financial Criteria weight is 30%

XI. LOGISTICAL SUPPORT

List logistical support the Requesting Unit will offer to prospect Service Provider such as:

- UNDP will ensure that the Consultancy Firm receives an electronic copy of each of the papers to be reviewed and email addresses to send the paper evaluations and accompanying list of evaluations.

XII. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, the Service Provider is advised to use a proposed Table of Contents. Hence, the Technical Proposal document must have at least the preferred content as outlined in the respective RFP Proposal Submission Form.

XIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

XIV. ANNEXES TO THE TOR

The concept note_and call for papers are annexed to this ToR.

PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA

Herewith please find the **Standard Technical Proposal Evaluation Criteria** along with respective allocated weight template for Requester's subsequent review. As per the relevance of the proposed criteria it can either:

- Redistributed the allocated weight;
- Delete specific criteria if you find it irrelevant or less relevant; or
- Replace with new criteria along with corresponding allocated weight

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Quantity and technical expertise of the personnel to be assigned to review papers	100%	1000
TOTAL		100%	1000

Technical Proposal Evaluation (FORM I)		
Quantity and technical expertise of the personnel to be assigned to review papers		Points Obtainable
1.1	Mean average level of expertise in regional, continental integration and development of staff to be assigned to review papers	333
1.2	Mean average level of experience in drafting or reviewing academic papers in African studies, development studies, economics or political science of staff assigned to review papers	333
1.3	Assignment of either: a) team members sufficiently proficient in English and team members sufficiently proficient in French to ensure that papers can be reviewed in both languages, or b) team members proficient in both English and French to ensure that papers can be reviewed in both languages.	334
SUB TOTAL		1000
Aggregate		1000

This TOR is approved by:

Name: Angela Lusigi

Designation: Strategic Advisor, Strategy and Analysis Team, UNDP Africa

Signature: _____

Date Signed: